

INTRODUCTION:

This document is intended to guide current PDREP users in the use of Release 5.0 of PDREP. This is not intended to serve as a comprehensive user manual or procedural guide but instead should be used to familiarize the user with major changes in the new release.

Great care was exercised in the design and development of Release 5.0 to ensure that users would find that the functions performed in PDREP would be essentially unchanged. Particular attention should be paid to the changes in system navigation and to the functional enhancements that have been made throughout the program.

The NSLC Det Portsmouth's Help Desk is available to answer any questions or to address any concerns not addressed in this document. For additional training resources, assistance or support, please contact the Help Desk at:

E-Mail: webptsmh@navy.mil
Commercial: (603)431-9460, Ext 486
DSN: 684-1690/1712/1371, Ext 486
Fax: (603)431-9464

I. LOGGING ON.

From the NSLC Det Portsmouth's Home page click on the PDREP, Red/Yellow/Green, Level I/SubSafe, Feedback or Supplier Audit link. Click on the "Logon" link. The following screen will appear:

Product Data Reporting and Evaluation Program (PDREP)	
DoD Warning	
<p>This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.</p>	
Government Logon	Contractor Logon

II. GOVERNMENT LOGIN:

Click on the Government Logon link on the welcome screen.

Instructions

1. Enter User Id and Password
2. Click **Login**
3. If you do not remember the Password, click 'Forgot Password?' link

User Id:

Password: [Forgot Password?](#)

Government users log in by the same methods as before with two exceptions: User ID and password are now case sensitive and in future passwords will require special characters like punctuation marks, etc.

III. PDREP HOME PAGE

Home • Feedback • Links • User Profile		User : (NAME)	Logout
Product Data Reporting and Evaluation Program (PDREP)			
DEFICIENCY MODULES		REPORTS	
DD-1348 Product Quality Deficiency Report Supply Discrepancy Report		Ad-Hoc Report NAVJCP 874 Reports Special Reports	
DATA ENTRY		USER REPORTS	
Contract Award Data Feedback Material Inspection Record Special Quality Data Survey Test		Contractor Profile DLA Contractor Summary Feedback Status MIR L1/SS Quarterly MIR Report PQDR Statistics PQDR Summary Red/Yellow/Green SDR Quarterly	
DATA LOAD		OTHER PROGRAMS	
Download Upload		Level 1/SubSafe Red/Yellow/Green Supplier Audit Program ADMIN (Internal) Site Admin (Internal)	
PDREP SEARCH			
Exhibit Search PQDR Search SAP Search SDR Search Search View Records			
PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00000, Build Date : 05/05/2006 Phone : (603) 431-9460 x 486 Email Technical Support			

The layout of the PDREP “Home” page has changed to allow faster access to most PDREP functions. The most significant changes include:

- **Home:** The “Home” link appears in the upper left corner of most pages throughout PDREP and will return the user to the PDREP Home page.
- **Feedback:** The “Feedback” option has been relocated so that it can be accessed from most PDREP pages without navigating back to the Home page.
- **Links:** The “Links” selection is available from most pages and will bring up a new browser window from which the user can link to several web sites outside of PDREP. The image below shows the available outside systems.

External links	
WEBFLIS	Need a WEBFLIS account
JHS Haystack Lookup	General Data Searches
Procurement Gateway	For requests for quotations and contract awards use
DFAS Reg. Search	For DFAS Requisition Searches use
CRITICAL SUPPLIER LIST	For EBC CRITICAL SUPPLIER LIST
PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00000, Build Date : 05/05/2006 Phone : (603) 431-9460 x 486 Email Technical Support	

- **User Profile:** All government users may now access their user profiles from most pages, allowing the user to update contact information, distribution lists and password.

PDREP Release 5.0 New Features

- **Help Icons:** There are yellow “question mark” icons in various places throughout the application. Clicking on a question mark will call up a new window providing help text/field definitions for the relevant area.
- **Menu Groups:** The data entry programs, searches and reports are grouped together on the welcome page menus to make them more accessible. Items within a group can be accessed while working with another function in that group (as shown below for the “Data Entry” group). While entering Contract Award Data, user can navigate to the other data entry functions without returning to the Home page.

The screenshot displays the PDREP application interface. At the top, there is a navigation bar with links: [Home](#), [Feedback](#), [Links](#), and [User Profile](#). On the right side of the navigation bar, it shows 'User : (NAME)' and a [Logout](#) link. Below the navigation bar is a horizontal menu with several options: [Contract Award Data](#) (highlighted in yellow), [Feedback](#), [Material Inspection Report](#), [Special Quality Data](#), [Survey](#), and [Test](#). The main content area is titled 'Contract Award Data' and contains the following instructions:

Instructions

1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 - a. To view, click on the **Record** link
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record

Below the instructions, there is a form with the label 'Contract Number:' followed by a text input field. Underneath the input field are two buttons: 'Add Record' and 'Search'.

At the bottom of the page, there is a footer with the following text: PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00000, Build Date : 05/05/2006. Below this, it says 'Phone : (603) 431-9460 x 486' and 'Email [Technical Support](#)'.

- **Save and Cancel Conventions:** Release 5.0 uses a consistent set of conventions to save information and/or exit the current page. “Save” saves all changes to the current page without exiting. “Save and Exit” saves all changes and returns the user to the previous menu or page. “Cancel” replaces the “Back” button from previous versions and will return the user to the previous menu or page without saving any changes and **without** prompting the user to save.
- **Tab Keys:** When performing data entry functions, the <TAB> key moves from any data field directly to the next data field throughout the data entry modules as well as the PQDR, SDR and SAP modules.

- IV. PQDR SYSTEM NAVIGATION.** When the user clicks on “Product Quality Deficiency Reports” the system will display the PQDR Worklist input page by default. All other PQDR tools are also accessible from this page. This replaces the “PQDR Home” page from the prior version of PDREP.

Home • Feedback • Links • User Profile User : (NAME) • Logout

PQDR Worklist Create New PQDR PQDR Search PQDR Clone Preview EZPQDR Entry

PQDR Worklist

Instructions
 1. Select **Show Worklist for**
 2. Select **Status** for the PQDR list
 3. Enter **Activity** and/or **User Code**.
 4. Add additional information as required to reduce the Worklist result set.
[For additional help](#)

Show Worklist For: ORIGINATOR Status: CURRENT WORKLIST

From Date: 05/06/2003 To Date: 05/06/2006

Activity: N45112 User Code: MKISH

Sort: RECEIVED DATE - ASC Organization Code:

Display Worklist

Result count: 3
 Worklist Download: Click [here](#) to download data in Microsoft Excel format

CAT	Received	History & Corresp.	RCN	SF J68	CAGE	CSI	ASN	Contact/Phone	Last Action	Status	Overdue	Delete
II	11-JAN-06	View	N45112-06-4444	SF-368	81316	NO	9999	MICHAEL A KISHBAUGH 603-431-9460 X 488	ORIGINATOR	ACTIVE		
II	11-JAN-06	View	N45112-06-5555	SF-368	81316	NO	9999	MICHAEL A KISHBAUGH 603-431-9460 X 488	ORIGINATOR	ACTIVE		
II	11-JAN-06	View	N45112-06-6666	SF-368	81316	NO	9999	MICHAEL A KISHBAUGH 603-431-9460 X 488	ORIGINATOR	ACTIVE		

Worklist. The PQDR Worklist provides the user with some new capabilities:

- **Status:** The “Status” option defaults to “CURRENT WORKLIST”, which shows PQDRs pending action at the specified level for the specified Activity, User Code, and/or Organization Code. A status of “OPEN” displays PQDRs currently under investigation which match the worklist criteria. “CLOSED” displays PQDRs matching the criteria where the investigations have been completed/declined and the PQDRs have been closed.
- **Dates:** The worklist results may now be filtered to a specific date range. The date range defaults to the current date minus three years and can be changed as desired.
- **Organization Code:** “This filters the worklist results to include only PQDRs where one of the individual points of contact (Originator, Screening, Action or Support Point) has identified the specified Organization Code in their User Profile.
- **Excel Exports:** The worklist (along with most other PQDR reports and search results) can be exported directly to Microsoft Excel by clicking the download link that appears immediately above the search results.

V. CREATE NEW PQDR

Home • Feedback • Links • User Profile User : (NAME) • Logout

Create New PQDR

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 4. To save the record, click **Save**
 5. To cancel the process, click **Cancel**

Note
 Blocks 5(NIIN), and 9 (**Serial/Lot/Batch/Heat**) contain important information needed to complete PQDR investigation. Please assure all known information is entered in these blocks for PQDR processing.

Last Used RCN by for Activity N00104 : N00104-068887
 Last Used RCN for Activity N00104 :

(M) Category: ☐ CAT I ☒ CAT II

(M) Repairable Item: (Navy Only)

(M) Status:

(M) SYSCOM:

1a. Activity Name: NAVAL INVENTORY CONTROL POINT
Address: 5450 CARLISLE PIKE
City,State,Zip: MECHANICSBURG, PA 17055-0788

Significant changes to the PQDR Originator page include:

- **Single Page Layout:** A PQDR can be created from a single page, from the assignment of the RCN through completion of all of the PQDR origination blocks.
- **Repair Facility's CAGE Code:** Allows the user to identify the CAGE code of the supplier as belonging to a government repair facility in addition to a manufacturer or a vendor.
- **Originator's Recommendation:** Block 22j on the PQDR input page allows the originator to specify what the desired outcome is from the submission of the PQDR (e.g. credit only, credit and full investigation, etc.). The originator may also supply an optional Material Return Address to indicate where the exhibit or replacement material should be returned to upon disposition.
- **Creating a PQDR from an MIR:** Refer to "PQDR Clone".

VI. PQDR SEARCH

Home • Feedback • Links • User Profile					User : (NAME) • Logout										
PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	Preview EZPQDR Entry											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">RCN Search</td> <td style="padding: 5px;">Advanced QDR Search</td> <td style="padding: 5px;">CDCS Search</td> <td style="padding: 5px;">DCMA Search</td> <td style="padding: 5px;">DFAS Search</td> </tr> <tr> <td style="padding: 5px;">DCMA Exhibit/Suspense Search</td> <td style="padding: 5px;">End Item Search</td> <td style="padding: 5px;">MIR PQDR Search</td> <td colspan="2" style="padding: 5px;">NIIN/Contract Search</td> </tr> </table>						RCN Search	Advanced QDR Search	CDCS Search	DCMA Search	DFAS Search	DCMA Exhibit/Suspense Search	End Item Search	MIR PQDR Search	NIIN/Contract Search	
RCN Search	Advanced QDR Search	CDCS Search	DCMA Search	DFAS Search											
DCMA Exhibit/Suspense Search	End Item Search	MIR PQDR Search	NIIN/Contract Search												
<div style="text-align: center;"> PQDR - RCN Search Instructions (M) denotes a mandatory field 1. Enter at least the first 8 characters of your search </div> <div style="margin-top: 20px;"> (M) RCN Number/Requisition Number: <input style="width: 150px;" type="text"/> <div style="margin-left: 10px;"> <input type="button" value="Search"/> </div> </div>															
<hr/> <small> PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00000, Build Date : 05/05/2006 Phone : (603) 431-9460 x 486 Email Technical Support </small>															

Significant changes to the PQDR Searches include:

- **Navigation:** All PQDR searches can be accessed from a single page as displayed above, and that page is accessible at any time while working in the PQDR module without returning to the Home page. This eliminates the previous “Quick Links” option.
- **Date Ranges:** All date-limited searches have a default date range of the current date minus three years.
- **Advanced QDR Search:** Worklist status (Current, Open, Closed, and All) has been added as an optional filter for this search.

VII. PQDR CLONE

Home • Feedback • Links • User Profile					User : (NAME)		Logout
PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	Preview EZPQDR Entry			
<div style="text-align: center;"> PQDR - Clone PQDR </div> <div> Instructions (M) denotes a mandatory field 1. Enter RCN (at least 8 characters) or Requisition Number (at least 6 characters) and click Search 2. Or enter MIR (at least 8 characters) and click Search </div> <div> (M)RCN Number/Requisition Number: <input type="text"/> <div style="margin-left: 100px;"> <input type="button" value="Search"/> </div> </div> <div> (M)MIR Number: <input type="text"/> <div style="margin-left: 100px;"> <input type="button" value="Search"/> </div> </div>							
<hr/> <div style="text-align: center;"> <small> PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00000, Build Date : 05/05/2006 Phone : (603) 431-9460 x 486 Email Technical Support </small> </div>							

The process of cloning a PQDR includes some enhancements, including the changes to the origination page as discussed in “Create New PQDR”. Creating a PQDR from an MIR is now done from the “Clone PQDR” page instead of from the “Create New PQDR” page. Significant changes include:

- Search Tool:** Users can enter a partial RCN, Requisition Number or MIR number and search for records matching the criteria. The RCN will default to the last RCN viewed since logging in if applicable.
- Single Page Layout:** Just as in “Create New PQDR”, all of the data fields for the cloned PQDR (including the new RCN) will appear on a single page.

VIII. PQDR BASE PAGE

Home • Feedback • Links • User Profile		User : (NAME)		Logout
PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	Preview EZPQDR Entry
CHOOSE LEVEL	PQDR RCN : N45112 06 1111			
Originator	PRODUCT QUALITY DEFICIENCY REPORT		CATEGORY : I	
Screening Point	1a. FROM (Originator)		2a. TO (Screening Point)	
Action Point	N45112		N45112	
Support Point	NAVAL SEA LOGISTICS CENTER DETACHMENT 0541		NAVAL SEA LOGISTICS CENTER DETACHMENT	
	80 DANIEL ST		N45112	
	PORTSMOUTH, NH 03801-3884 US		80 DANIEL ST	
			PORTSMOUTH, NH 03801-3884 US	
QUICK VIEWS	1b. NAME, TELEPHONE NO. AND EMAIL	1c. DATE	2b. NAME, TELEPHONE NO. AND EMAIL	2c. DATE
View SF-368 (HTML)	MICHAEL A KISHBAUGH	02/01/2006	KENNETH C CARR	
View SF-368 (PDF)	603-431-9460 X 488		603-431-9460 X 479	
View 1227 Form	michael.kishbaugh@navy.mil		kenneth.c.carr@navy.mil	
View Exhibit Tag				
View Points of Contact				
History				
ATTACHMENTS	3. REPORT CONTROL NO.	4. DATE DEF. DISC.	5. NATIONAL STOCK NO. (NSN)	6. NOMENCLATURE
View/Upload Files (0)	N45112-06-1111	01/11/2006	000321517-00	TRAP,STEAM
EXHIBIT TRACKING	7a. MANUFACTURER/CITY/STATE	7b. MANUF. CODE	7c. SHIPPER/CITY/STATE	8. MFRS. PART NO.
Exhibit Tracking	PORTSMOUTH NAVAL SHIPYARD	81316	N/A	
	PORTSMOUTH NAVAL SHIPYARD		N/A	
	KITTERY, ME 03904-5000 US		N/A	
USER INFORMATION				
User Profile				

Significant changes to the PQDR base page include:

- **Choose Level:** The links for all four PQDR working levels (Originator through Support) will appear in this section instead of being “grayed out” as in the prior release. If a user clicks on the link for a level where he/she is not authorized then a “no access” error message will be displayed.
- **Quick Views:** PQDR “History” and “View Points of Contact” now appear in this area, eliminating the use of the “Quick Links” menu.
 - **View Points of Contact:** Any user may now view the points of contact related to a PQDR investigation from this link. Any of those four points of contact may also edit at least their own contact information. The Action and Support Points can edit the contact information of any point of contact. Users may also add new entries to the Points of Contact list in their user profile “on the fly” from this page so that new Government Investigators and Contractor Investigators can be added without abandoning changes to the current page. Users can also add to their e-mail distribution lists from this page in the same fashion.
 - **History:** The PQDR History page now includes links to view the SF-368 or the DD1227 form. The History page still opens in a separate browser window but can now be re-sized to the user’s preference.

New Fields on DLA Fields Page:

- **Requisition Number:** Requisition Number (block 10b) can now be edited from the DLA Fields page.
- **CAGE Code:** Manufacturer CAGE Code (block 7b) can now be edited from the DLA Fields page.

IX. CLONE 1227 (SUPPORT POINT)

This is a new feature in this release. If a reported deficiency was previously investigated then the results of the previous investigation can be copied automatically to the current investigation.

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#)
User : DRPM SUPPORTPOINT • [Logout](#)

PQDR - Clone 1227

Instructions

1. Before selecting **Clone Me** use the **View 1227** link to confirm the content of a previous investigation contains the desired investigative information
2. Select **Back** to return if none of the previous investigations contains the desired investigative information

Note: If NIIN or Part Number is present they will be included as part of the search.
An Interim or Final Reply must also have been sent for the RCN to show in search results

RCN	ICN	NSN	Part Number	View 1227	View 368	Clone Me
N4511204046101		013409941		View 1227	View 368	Clone Me
N4511204072640		013409941	1234567890	View 1227	View 368	Clone Me

To clone a 1227:

- 1) Click “Clone 1227” from the Support Point base page (or “Clone Investigation Data” from the Govt Repair Facility base page). The user can also click “Clone List” on the “Input 1227 Data” page and get the same result.
- 2) The results will display a list of previously investigated PQDRs for the same NSN.
- 3) View the 1227 or SF-368 to confirm that the previous investigation results apply to the current PQDR.
- 4) Click “Clone Me” and the contents of DD1227 blocks 12 through 17 will be copied to the current PQDR.

X. E-MAIL CONVENTIONS

Send Message

Instructions
 (M) denotes a mandatory field
 1. Enter email address of Recipient or To Email List must have an email address.
 2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.
 3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.
 4. Click on Send button to send email.
 5. Click Cancel to return to previous page

Send Cancel

Email address of Originator Recipient: WEBPTSMH-APPS@NAVSEA.NAVY.MIL

Add Email to TO/CC: N45112 - NAVSEALOGCENDET PORTSMOUTH NH Get List

DUNCAN L MACDONALD - macdonaldl@navsea.navy.mil
 ED MARCEAU - webptsmh@navsea.navy.mil
 F FULL - nslc@test.com

Add TO Email Add CC Email

CC: Add CC Email: CC List

(M) Choose Correspondence Type: <SELECT>
 <SELECT>
 Send Originator an Acknowledgement of Receipt
 Send Exhibit Request to Originator
 Send Interim Reply to Originator

Type Message:

(Please limit the size of message to 2000 characters)

List of attachments: 2 attachment(s) associated with this RCN.
 All Attachments
 CMB.txt: TEST DOCUMENT
 DCMAQUERY111805.txt: TEST DOC 2

To send all attachments select the first options 'All Attachments'. To select multiple attachments, press and hold CTRL key and click on attachment name.

Send PQDR Info in text format: ☐

Send Cancel

Significant changes to the messaging and email capabilities include:

- Addressing:** The user can now select “TO” and “CC” addresses from a single address lookup. Choose an activity from the “Add Email to TO/CC:” drop down list, then click “Get List” and a list of PDREP users at the selected activity will display. Choose one or more recipients and then click “Add TO Email” or “Add CC Email” to add the selected recipients to the desired address field. Adding a CC address manually is done in the same manner as in the prior version. Enter the address into the “CC:” field and click “Add CC Email: CC List”.
- Attachments:** If there are files attached to the PQDR then the user can choose to include any, all or none of the attachments in the e-mail message. Under “List of attachments” select “All Attachments” or select individual attachments and hold down the <Ctrl> key on the keyboard to select more than one. To de-select any or all attachments, hold down the <Ctrl> key and click on the previously selected attachment to de-select it.
- Send PQDR Info in Text Format:** A copy of the SF-368 in HTML format accompanies e-mail messages by default. Some recipients may have difficulty receiving HTML formatted e-mail and if so then the user can select this check box to include the relevant PQDR fields in text-only format.

XI. SUPPLIER AUDIT PROGRAM (SAP)

SAP Input/Edit Page

Home • Feedback • Links • User Profile User : P DFUL • Logout

SAP Input SAP Report

Supplier Audit Program Add/Edit

Instructions
(M) denotes a mandatory field
(D) denotes a mandatory draft field
 1. Enter/modify mandatory field(s)
 2. Enter/modify additional information if available
 3. Click **Save**
 4. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 5. To cancel the process, click **Cancel**

Save Draft Send Email Cancel

(M) CAGE Code: Lookup

Supplier Name:
 Address Audited:

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited: ?

(D) Audited By:

(D) Phone: Fax:

(M) DCMA Participated?: -SELECT- List DCMA Reqs DCMA Audit?: ☐

Applicable Contract:

(M) Supplier Personnel Contacted: (must fill in one)

(M) Name	(M) Title	(M) Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(M) Process List:(select at least one)

02 - HYDROSTATIC TESTING
 03 - NON-DESTRUCTIVE TESTING
 04 - CALIBRATION

Add Process

Process (no.)	Process Audit Date	Result	Subcontractor CAGE	Edit	Delete
01 - METALLURGICAL / CHEMICAL LABORATORY TESTING	04/12/2006	NOT APPLICABLE		Edit	Delete
01 - METALLURGICAL / CHEMICAL LABORATORY TESTING	04/12/2006	NOT APPLICABLE	#7032	Edit	Delete

Significant changes to the Supplier Audit Program include:

- **Send Email:** Information and correspondence regarding the audit can now be sent and tracked via standard PDREP messaging conventions. This means that the correspondence history for a Supplier Audit can also be viewed from the lookup or reports pages.
- **Add New Subcontractor CAGE:** If a subcontractor performing an audited process does not have a CAGE code, the system can generate a “dummy” code to allow completion of the audit. To add a new subcontractor CAGE code to any process, follow these steps:
 - Add the desired process.
 - Click “Lookup” next to the Subcontractor CAGE field.
 - On the resulting page, click “Add New CAGE”.
 - Complete at least the mandatory fields on the resulting page and click “Add”. The system will generate a “dummy” CAGE for the new subcontractor and insert it into the Subcontractor CAGE field.

XII. AD-HOC REPORT.

There have been some enhancements and changes to the Ad-Hoc Reports tool and the navigation of reports has been changed as discussed in Section II of this document under “Menu Groups”.

Home • Feedback • Links • User Profile User : P DFUL • Logout

AD-HOC REPORT

Instructions
Please follow these steps to execute Ad-hoc Report:
 1. Select a 'Data Record' and click **Get Data Element**
 2. Select one or more 'Data Elements'
 3. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List
 4. Select 'Data Element' and click **Add Where** to set the where condition(s)
 5. Enter the 'Expression' and 'Value' in the Where clause
 6. To add more than one where condition select a 'Logical Expression'
 7. Click on **RUN QUERY**

Set maximum rowcount: (Be very careful changing this value.)

Select Data Record: Product Quality Deficiency Reports Get Data Elements

Get Row Count: ☐

Select Columns:

Data Elements		Selected Data Elements
Added Activity Code	Add Columns Delete Columns	Added Activity
Action Office Code		Added Date
Action Point Code		Alert Code
Action Point DODAAC		Alert Narrative
Action Point Due Date		Alert Notification Ind
Action Point EMAIL Address		BSM Effective Date
Action Point Name		BSM Indicator
Action Point Phone Number		Base Item Type
Action Point Rebuttal Date		CAGE Code
Action Point Rebuttal Date		CAO Suspense Date

Data Element: CAGE Code Add Where

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete
CAGE Code	CHAR(5)	=	*	-Select-	<input type="checkbox"/>
				-Select- AND	

Run Query Reset

Examples of where condition for different expressions
 1. For **Date Expressions** with **BETWEEN** operator Expression should be: DD-MMM-YY AND DD-MMM-YY
 where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)
 2. For **IN** and **NOT IN** Operator, Expression should be: XXXXX, XXXXX
 where XXXXX is any number or character
 3. For **LIKE** and **NOT LIKE** Operator, Expression should be: %XXXXX% or XXXXX%
 where XXXXX is any number or character and the % is used as a wildcard

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 Phone : (603) 431-9460 x 486 Email Technical Support

Changes to the Ad-Hoc Reports tool include:

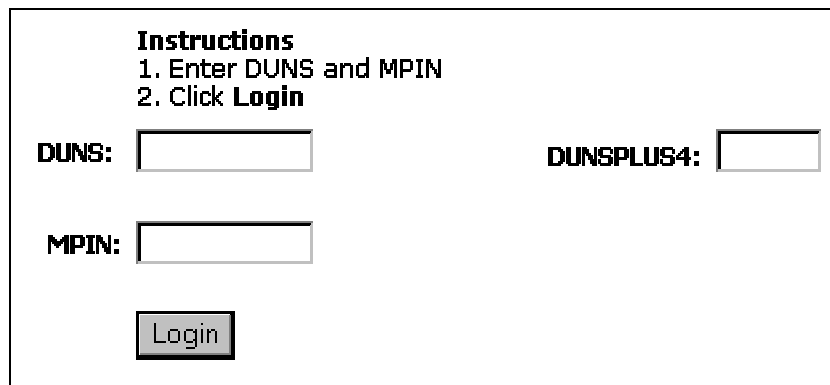
- **Single Page Layout:** The selection of data elements and report criteria is now done from a single page to ease navigation.
- **Excel Exports:** The output from any query can now be exported directly as an Excel spreadsheet without going through a process of format selection as was the case in the prior version.
- **Improved Instructions:** The instructional text for general use and for entry of report criteria has been improved. Note that examples of the syntax for report criteria (“where” conditions) have been provided for user guidance.
- **SQL Display:** The actual query that was created is now displayed on the output page in Structured Query Language (SQL). Users may no longer paste SQL directly into the report tool (note the

absence of the “Paste Query” function) due to data security and system issues but any query may be copied and e-mailed to the PDREP help desk for repeat use. The help desk will either run the query as directed by the requestor, or submit it for inclusion in the system as a standard report if applicable. When emailing the help desk, be sure to tell them if any of the where clauses need to be changed and what format for your output. Options are:

ASCII, Comma Delimited
Tab Delimited
Other Delimited Character
HTML Table
XLS File

XIII. CONTRACTOR LOGIN.

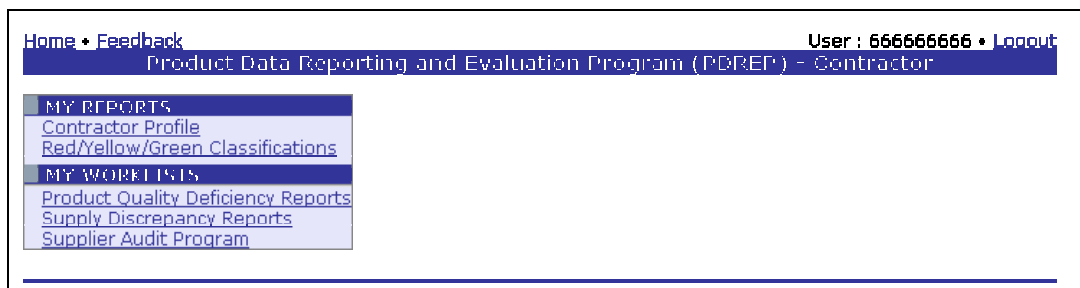
Click on the Government Logon link on the welcome screen and the following screen displays.



The login form is titled "Instructions" and lists two steps: "1. Enter DUNS and MPIN" and "2. Click Login". It contains four input fields: "DUNS:" and "DUNSPLUS4:" on the top row, and "MPIN:" on the bottom row. A "Login" button is positioned below the MPIN field.

Contractors log in to PDREP using their DUNS and MPIN (Marketing Partner Identification Number) as registered in the Central Contractor Registration. For more information or assistance refer to <http://www.ccr.gov>.

CONTRACTOR HOME PAGE. When a contractor has logged in, the following menu will display:



The Contractor Home Page menu features a header with "Home • Feedback" on the left and "User : 666666666 • Logout" on the right. Below this is a blue bar with the text "Product Data Reporting and Evaluation Program (PDREP) - Contractor". The main menu is divided into two sections: "MY REPORTS" and "MY WORKLISTS". Under "MY REPORTS", there are links for "Contractor Profile", "Red/Yellow/Green Classifications", and "Product Quality Deficiency Reports". Under "MY WORKLISTS", there are links for "Supply Discrepancy Reports" and "Supplier Audit Program".

Contractors may run reports for their individual company and Red/Yellow/Green classifications. They may input or respond to Product Quality Deficiency Reports (PQDRs) or respond to Supply Discrepancy Reports (SDR). Contractors may also view the history of Supplier Audits conducted at their facilities.

PDREP Release 5.0 New Features

PQDR. Clicking the “Product Quality Deficiency Reports” link will bring the contractor automatically to the PQDR worklist page. The inputs for this page default to show the worklist for PQDRs pending investigation responses from the contractor for the primary CAGE code associated with the contractor’s DUNS.

Home • Feedback
User : 666666666 • Logout

Instructions
 1. Select 'Show Worklist for'
 2. Enter CAGE Code ('ALL' for all CAGE Code records.)
 3. Select 'Status'
 4. Click 'Search' to view the worklist.

Show Worklist for: Contractor
 CAGE Codes: (For ALL related CAGE CODE enter "ALL")
 Status: Action Required

Search
Create New

Worklist Download: Click [here](#) to download data in Microsoft Excel format

RCN	Open	Contract Number/ Explanation Number	CAGE	Status	Input 1227	Return PQDR to Govt Investigator	Send Message to	POC	Attachments
N32253-01-0019			3H 4820 013316847 L1	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-92-7967-45			9999 013206453	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-02-0967			4820 014064442	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-02-9877			9C 1427 UNKNOWN	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-02-9797			5307 UNKNOWN	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-03-4321			9999	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N00102-02-9766			9999 UNKNOWN	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-02-9870			9999	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N00104-02-0014-30			1680 001398020 XE	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments
N45112-02-1055			9T 4470 123455789 1H	ACTIVE	Input 1227	Send	Support Point	View POC	View Attachments

- To view PQDRs pending response for all CAGE codes associated with the contractor’s DUNS enter “ALL” in this field. Click “Search” to retrieve the worklist.
- To see only PQDRs which were submitted by the contractor on Government Furnished Material, select “Show Worklist for: Originator” and select the desired Status of “Open” for PQDRs currently in process or “Closed” for PQDRs which have been investigated and closed.
- In the Worklist results, click on any RCN to see the SF368 as a read-only document.
- Click “Input 1227” to enter the results of a contractor investigation in response to a request from DCMA.
- Click “Send” under “Return to Govt Investigator” to return the PQDR to the DCMA investigator.
- Under “Send Message to:” a link will appear to allow the contractor to send correspondence to the DCMA investigator requesting the investigation or to the government point of contact conducting the investigation on a PQDR submitted by the contractor.

The contractor may also view the points of contact involved in any PQDR investigation and view any documents, images or other files attached to the PQDR.

PDREP Release 5.0 New Features

SDR. “Supply Discrepancy Reports” link will bring the contractor automatically to the SDR worklist page. The inputs for this page default to show the worklist for SDRs pending responses from the contractor for the primary CAGE code associated with the contractor’s DUNS.

Home • Feedback User : 666666666 • Logout

Supply Discrepancy Report - Work List Report

Instructions
1. Enter CAGE Code ('ALL' for all CAGE Code records.)
2. Click 'Search' to view SDR worklist.

CAGE Code:

(For ALL related CAGE CODE enter "ALL")

Report No.	Req No.	Initiator	Prep Date	Orig Release Date	Action Point Due Date	Action Point Response Date	Last Modification Date	Last Tracer	Overdue
N45112030011	N4511231231234	AMCGE	11-FEB-06	11-FEB-06	07-APR-06		17-APR-06		26
N45112031120	N4511231231234	AMCGE	11-FEB-06	11-FEB-06	07-APR-06		11-FEB-06		26
N45112031972	N4511231231234	AMCGE	09-MAY-03	21-FEB-06	23-MAR-06		27-MAR-06		41
N45112033532	N4511231231234	AMCGE	21-JAN-03	21-FEB-06	23-MAR-06		21-FEB-06		41

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Phone : (603) 431-9460 x 486 Email [Technical Support](#)

To view SDRs pending response for all CAGE codes associated with the contractor’s DUNS, enter “ALL” in the CAGE Code field. Click “Search” to retrieve the worklist.

- Click any Report No. in the Worklist results to enter the action point response (the back of the SF364) and to return the SDR to the originator.